

Announcement Number: BISSAU-2022-002

Hiring Agency: Bissau Liaison Office

Position Title: Administrative clerk

Open Period: 09/09/2022 - 09/23/2022

Format MM/DD/YYYY

Vacancy Time Zone: GMT

Series/Grade: LE -105/ 5

Salary: 10,833,776

Work Schedule: Full-time - (40 hours/week)

Promotion Potential: LE-5

Duty Location: Bissau

Telework Eligible: No

For More Info: bissau-recruitment@groups.state.gov.

Hiring Path: Open to the public

Security Clearance Required: Public Trust - Background Investigation

Appointment Type: Permanent

Marketing Statement:

We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

Summary:

U.S. Embassy Dakar's Bissau Liaison Office in Guinea-Bissau is seeking eligible and qualified applicants for the position of administrative clerk

Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Relocation Expenses Reimbursed: No

Duties

The incumbent provides on-site administrative support to U.S. diplomatic facilities and personnel in Guinea-Bissau and serves as the primary receptionist for the Liaison Office. All operations are directed from Embassy Dakar and supervised by the Guinea-Bissau Liaison Officer, resident in Dakar. He/ She coordinates activities with various management sections (General Services, Financial Management,

Human Resources), and the Bissau Liaison Office, located in Dakar. He/ She serves under the supervision of the on-site Management Coordinator for various projects directed by Embassy Dakar and Washington. Shares workspace with other local employees and motor pool drivers.

Qualifications and Evaluations

Requirements:

EXPERIENCE: Two years' work experience performing clerical or administrative duties is required.

EDUCATION: Completion of secondary school is required.

LANGUAGE:

Level 4 (Fluent) written/ spoken of English, Portuguese and Crioulo are required. (This may be tested)

SKILLS AND ABILITIES:

The incumbent shall possess job knowledge to include general computer literacy, basic math, and office management and administrative skills. He/ She must be proficient in the use of Microsoft Office software (Outlook, Word, Excel, etc.) and other computer programs, and be customer service oriented. Must have excellent organizational skills and the ability to prioritize. Must be able to interact with American and local employees with tact and diplomacy. Must be able to learn and use State Department specific applications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Qualifications:

All applicants under consideration will be required to pass medical and security certifications.

Agency Benefits:

Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Dakar, Senegal may receive a compensation package that may include health, separation, and other benefits.

For EFM's, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office

Other Information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

AEFM / USEFM who is a preference-eligible U.S. Veteran*

AEFM / USEFM

FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active-duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted for the preference to be given. ** This level of preference applies to all Foreign Service employees on LWOP and CS with reemployment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link.

How to Apply:

Please send your application at: Bissau-Recruitment@groups.state.gov before September 23, 2022 – midnight GMT.

Required Documents:

Please provide the required documentation listed below with your application:

Completion of secondary school

SF 50 (if applicable)

DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)

Copy of orders/assignment Notification (if applicable)

Residency/ work permit (if applicable)

Next Steps:

Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information - the complete position description listing all the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources Office.

Thank you for your application and your interest in working at the Bissau Liaison Office, Guinea Bissau.